

TOWN OF FENWICK ISLAND, DELAWARE

Minutes of the January 24, 2014, Regular Council Meeting

Call to Order and Flag Salute at 3:30 PM by Mayor Serio

Council in Attendance: Gene Langan, Diane Tingle, Bill Weistling, Audrey Serio, Gardner Bunting, Roy Williams and Todd Smallwood

Staff in Attendance: Town Manager Burke, Building Official Schuchman, Town Clerk Poole, Chief Boyden and Public Works Department Supervisor Reed

PRESIDENT'S REPORT

- Mayor Serio stated we scheduled the FY 14 Budget Amendment meeting and received an outstanding presentation from Town Manager Burke. The Town will be making a few minor adjustments to the FY Financial Plan per the auditor's suggestions.
- The FY 14 Fee Schedule was discussed and amended. A Resident Merchant Employee Parking Permit will be added for \$50.00. The permits can be purchased by business owners for employees. The permits will be valid on the bayside only.
- Mayor Serio recommended contacting the Fenwick Island Police Department to seek assistance due to the cold weather.

TOPICS FOR DISCUSSION AND POSSIBLE ACTION

- **DNREC Coastal Programs Grant Application** – Town Manager Burke informed Council about a grant through the Delaware Sea Level Rise Advisory Committee. Town Manager Burke would like Council to consider a grant to perform a Sea Level Rise Assessment. The grant is a 50:50 cost share. The deadline for the grant application is February 7th. The assessment should be completed in early fall with a presentation to follow at a Council meeting.

Motion – Motion made by Council Member Langan for Town Manager Burke to apply for the DNREC Coastal Programs Grant.

Second – Council Member Bunting

Discussion – Council Member Weistling stated that the vertical benchmark survey and drainage survey were completed, and that this grant would continue with the stormwater work throughout Town.

Vote – (7-0)

- **Municipal Shuttle Operator RFP** – Town Manager Burke – Draft of RFP was submitted to Council Members. Summary of RFP below:
 - a) Seasonal service from 8:00 AM to 1:00 AM
 - b) No more than two (2) shuttles operating within Town limits
 - c) Advertising could be allowed
 - d) Town attorney has reviewed the draft RFP
 - e) Could be bid out for a fixed fee

Motion – Motion made by Council Member Tingle to request that Town Manager Burke publish the Municipal Shuttle Operator RFP (non-fixed route)

Second – Council Member Langan

Discussion – Council Member Bunting stated that in the January 2014 *Ad hoc* Parking Committee meeting when the RFP was discussed, the concept was for one company to service the community with a single phone number. The service could be used for transportation to the beach, a restaurant or any designation within the Town. The intention of the Committee was never for a fixed route service.

Vote – (7-0)

Approval of Minutes: Motion to approve the Minutes of December 13, 2013 - Council Member Bunting
Second - Council Member Smallwood

Discussion – Two spelling corrections, Canon St (Cannon) and except (accept)

Vote: (7-0)

TREASURER'S REPORT

Council Member Bunting stated that the budget is on target at this point in the fiscal year. There is one line item that is over the allocated amount due to hiring a temporary employee during the summer season. Overall, the Town has a balanced budget.

Motion – Motion made by Council Member Tingle to accept the Treasurer's report.

Second - Council Member Langan

Discussion – None

Vote: (7-0)

TOWN MANAGER'S REPORT

- **Cannon Street Park** – All facets of the project are finished except the public parking area.
- **Town Hall Sidewalk Improvement Project** – Completed and waiting for DelDOT approval.
- **Information Technology** – All FY 14 Capital Budget items completed. The website is updated weekly.
- **Town Management – Town Manager Burke**
 1. Two (2) emergency fuel tanks have been installed in the rear of Town Hall. Town staff met with FEMA officials and passed the internal project audit. The final project report will be submitted to FEMA when the final component of the project is finished.
 2. Town management was awarded a second American Lung Association Grant for outreach equipment, signage, brochures, LED lights and receptacles. Town management is in the process of purchasing the items.
 3. All FY 14 Capital drainage projects are moving forward, as Town management is starting to seek cost estimates.
 4. The Delaware Forestry Grant was pre-approved today. Final approval will occur when the grant application is officially reviewed.

DEPARTMENT REPORTS

- **Building Official** – The December report was included in the Council meeting packet. In December the Town issued 128 outside contractor's licenses, 21 resident merchant licenses, and 21 renter's licenses. There have been dozens of calls regarding broken pipes. Cold weather is still in the forecast, so please contact Town Hall or the Police Department to report problems.
- **Public Works** – The report was included in the Council meeting packet.
- **Beach Patrol** – n/a

- **Police Department** –The report was included in the Council meeting packet. Chief Boyden stated that the officers are performing home security checks for the winter season and to contact the department to report anything out of the ordinary.

TOWN COMMITTEE REPORTS

- **Beach Committee** – No report
- **Environmental Committee** – Chair Mary Ellen Langan reported that Town Manager Burke covered everything in her report. The Environmental Committee was present at the Fenwick Freeze handing out bags with gifts. They will be purchasing a table and banner so Committee members will have a better presence at community events in the future. The next meeting will be February 13th.
- **Technology Committee** – Chair Gene Langan stated that the next meeting will be February 18th. At this meeting, the Committee will be discussing future projects for the remainder of the year. He also wanted to thank Town Manager Burke and Town Clerk Poole for a great job on the website, specifically mentioning the calendar and the new “Social Corner”.
- **Ad hoc Parking Committee** – Chair Gardner Bunting reported next meeting is February 13th at 10:00 AM.
- **Planning Commission** – No report
- **Charter & Ordinance Committee** – Chair Bill Weistling stated the next meeting will be February 4th at 9:30 AM. Over the last month a possible amendment to the current ordinance on the commercial front property setback was submitted to the Town attorney for review and comment. The first reading is tentatively scheduled for the February Council meeting. Two additional topics under discussion are as follows: requiring sidewalks for new construction and possible renovations and fencing in the front setback of the commercial area.

Old Business - None

New Business – No action to be taken

PUBLIC PARTICIPATION

- Marc McFaul – Ropewalk Restaurant – has concerns about palm trees located in the front commercial setback. He was asked to attend the next Charter and Ordinance meeting to discuss the issues. The next meeting is scheduled for February 4th at 9:30 AM.
- Buzz Henifin – 48 Windward Way – He thanked the FIPD for checking his property while his family was out of town.
- Mike Quinn – 5 W. Houston St. – Interested in the status of DNREC Coastal Programs Grant and wanted to know what issues would be addressed by the Charter and Ordinance Committee at the next meeting. He also wanted to thank Cpl. Kerin for her assistance with a tag issue on his motor vehicle.

UPCOMING MEETINGS AND EVENTS

Mayor Serio announced the following upcoming meetings and events as follows:

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| • February 4 | 9:30 AM | Charter & Ordinance Meeting |
| • February 13 | 10:00 AM | Parking Committee Meeting |
| • February 13 | 2:30 PM | Environmental Committee Meeting |
| • February 18 | 3:00 PM | Technology Committee Meeting |

- February 21 3:30 PM

Motion to adjourn – Council Member Weistling

Second – Council Member Bunting

Discussion - None

Vote – (7-0)

Meeting adjourned at 4:40 PM

Regular Council Meeting

**Transcribed by Linda Poole, Town Clerk
for Council Member Diane Tingle, Secretary*